


New Program Request Form

CA1

General Information

Institution submitting proposal	North Central Kansas Technical College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Corey Isbell, VP of Students and Instruction cisbell@ncktc.edu 785-738-9055
Identify the person responsible for oversight of the proposed program	Jennifer Brown, jbrown@ncktc.edu
Title of proposed program	Powersports Technology
Proposed suggested Classification of Instructional Program (CIP) Code	47.0606 Small Engine Mechanics and Repair Technology
CIP code description	A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable power equipment such as lawnmowers, chain saws, rotary tillers, and snowmobiles.
Standard Occupation Code (SOC) associated to the proposed program	49-3053 Outdoor Power Equipment and Other Small Engine Mechanics
SOC description	Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment, and related equipment.
Number of credits for the degree <u>and</u> all certificates requested	Certificate C – 44 credit hours, including 9 credit hours of general education
Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	NA
Industry certification	OSHA 10

Signature of College Official  Date 11/15/2022

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.

Description

Powersports Technology prepares students for a career in the powersports industry including outdoor recreation, personal watercraft and agricultural sectors. Students will receive education in diagnosing, troubleshooting, repair and maintenance of outdoor power, recreational, and marine equipment and machinery. Instruction includes areas such as engines, suspension and performance, and electricity and electronics; along with an internship option in the second semester. Upon successful completion of the program, students will be awarded a certificate in Powersports Technology.

Program Outcomes

1. Apply safety standards and safe working practices
 2. Interpret service information for repair and maintenance of powersports equipment.
 3. Apply the theory of powersports equipment to the service and repair of equipment
 4. Diagnose to repair various systems on powersports and recreational equipment
 5. Demonstrate proficiency in repairing powersports equipment and vehicle systems
 6. Demonstrate professionalism and strong work ethic
 7. Perform tasks appropriate for successful entry-level position as a powersports technician
- List and describe the admission and graduation requirements for the proposed program.

The program will follow NCK Tech's admission and graduation requirements as documented with the College Catalog.

Admissions requirements:

All students applying to NCK Tech must:

1. Complete an Application (providing all requested information) at www.ncktc.edu.
2. Pay the \$50 non-refundable application fee.

Applicants will be notified in writing of their acceptance into the College.

Graduation requirements:

Students are eligible to earn an Associate of Applied Science Degree, a Certificate A or Certificate B upon successful completion of the following requirements:

1. Complete a Graduation Application and grade/degree audit with the Registrar.
2. Complete all required coursework, including all general education courses, according to individual program objectives. Students receiving a failing grade "F" in any coursework will be required to retake the course. Incomplete coursework "I" will not count towards graduation requirements.

3. A minimum cumulative grade point average of 2.0.
4. An official high school transcript reflecting graduation date and school official signature, it's equivalent, or a GED.
5. No outstanding bills owed to the College.

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

Powersports Technology prepares students for employment in the recreational and agricultural equipment industry – ATVs, UTVs, personal water craft, outdoor equipment, snowmobiles and other recreational equipment. Students will be able to take their expertise to dealerships or private technician shops. From our research, there is not an exact CIP code match to what skills students in Powersports will obtain. The college selected CIP code 47.0606 because of its focus on outdoor power equipment. Students will learn more beyond small engine repair to include the advanced electronics and systems on today's outdoor vehicles.

Cross-walking the CIP code 47.0606 to SOC 49-3053 Outdoor Power Equipment, Kansas Department of Labor data shows growth of 4.2% with an annual salary of \$41,020.

The Perkins Needs Assessment process documented the demand for employees within the agricultural field and throughout implement dealerships which would be a potential placement option for Powersports graduates.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.

See attached.

- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Currently, there is not another program in Kansas under the CIP 47.0606. The closest match would be Fort Scott Community College, 47.0611 Motorcycle Maintenance and Repair Technology/Technician. KTIP for AY2019 shows this program had 25 concentrators with 20 graduates. However, we are aware that Northwest Kansas Technical College is proposing the addition of a similar program. Although there are several similarities, there are differences as well. In addition to focusing on the agricultural market to aid local farmers and ranchers, NCK Tech will also train in watersport equipment repair as well. The two college presidents have met

and discussed the similarities and differences of the programs and are supportive of each other's efforts.

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

Discussions with Northwest Tech regarding their proposal have taken place between the presidents and it was determined that there was enough differences between the two programs that collaboration was not feasible at this time.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

OSHA-110 OSHA Training

This course provides a variety of training for construction safety and health to entry level workers (students). Instruction includes construction industry occupation safety and health modules and promotes workplace safety and health. The program provides information regarding workers' rights, employer responsibilities, and how to file a complaint. With this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights and contribute to our nation's productivity. Through this program students attend 10-hour class delivered by an OSHA authorized trainer. The 10-hour class is for entry level workers which upon completion of the final exam for the class with a score of 70%, the student will earn a completion card issued by the US Department of Labor.

PWT-101 Introduction to Powersports

This course focuses on the study of all components of the Powersports industry including agriculture, marine, and outdoor power. Safety, environmental protection, tool usage, fasteners, and gaskets are covered.

PWT-102 Small Gas Engines Repair and Maintenance

This course provides training in the fundamental principles of the internal combustion engine, both two- and four-stroke. The course starts from engine inspection to complete reassembly. Engine parts, disassembly, and repair using manufacturers' specifications are covered.

PWT-103 Electrical and Electronic Systems

Study of the basic theories of electricity applied to the Powersports industry. Course content includes circuits, continuity, resistance, amperage and how voltage affects a circuit. Students will learn to read schematics, use test equipment, and troubleshoot. Students will service and troubleshoot alternators, batteries, switches, wiring, relays, etc.

PWT-104 Outdoor Power Equipment Technology

This course covers the equipment and components within the Powersports industry.

PWT-105 Ignition, Charging and Starting Systems

The study of electrical systems used in powersports equipment. The course will cover theories of electric starting systems. Students will learn and apply the theories of ignition induction charging and starting systems with emphasis on proper use of test equipment along with the generation and flow of electricity.

PWT-106 Fuel Systems

This course covers theory and operation of basic fuel systems and the fuels that they deliver. This course provides a foundation for working with basic and advanced systems. Modern fuel systems and carburetion systems will be covered. Students will be able to service and diagnosis complex fuel systems.

PWT-107 Preventative Maintenance and Inspection

This course includes instruction all preventative and routine maintenance procedures in all powersports equipment. Students will study the inspection process and applicable test equipment. Students will review two- and four-stroke engines and learn how to service engines. Lubrication systems, coolants, oil, thermostats and operation of equipment during service will be covered.

PWT-108 Suspension and Performance

This course covers the theory, diagnostic and service procedures used in suspension and frame systems unique to powersports. Students will learn how to service, diagnosis and repair suspension and performance systems. Principles of hydraulics, electronic braking systems and rear and front suspensions will be covered.

PWT-109 ATV Technology

This course will apply skills and information from the components course to the maintenance and repair of off-road land-based recreational vehicle. Maintenance techniques for off-road land-based recreational vehicle will be covered including preparing vehicles for use and the off-season.

PWT-110 Personal Watercraft and Marine engines and systems

This course will apply skills and information from the components course to the maintenance and repair of personal watercraft and marine engines. Maintenance techniques for water based recreational vehicle will be covered including preparing vehicles for use and the off-season.

PWT-111 Advanced Diagnostics and Repair

This capstone course provides time and opportunity for students to work independently and draw upon previous program instruction to arrive at satisfactory completed projects. The course promotes initiative, critical thinking and independent study.

PWT-112 Internship

Preparation for the transition from the classroom to a working environment through employment within the field of study. Students will use this opportunity to apply learned concepts and skills in practical situations to acquire knowledge and experience of current techniques, methods, and theories in their chosen career. Progress will be monitored and evaluated by the employer supervisor and the NCK Tech internship supervisor.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

No additional pathways or tracks are available for this program.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Course Name	Credit Hours
First Semester:	
OSHA 10	1
Introduction to Powersports	3
Small Gas Engines Repair and Maintenance	3
Electrical and Electronic Systems	3
Outdoor Power Equipment Technology	3
Ignition, Charging and Starting Systems	3
Second Semester:	
Fuel Systems	3
Preventative Maintenance and Inspection	3
Suspension and Performance	3
ATV Technology	3
Personal Watercraft and Marine engines and systems	3
Advanced Diagnostics and Repair or Internship	4
Total:	35
General Education Requirements	
Math option – MA 102 Essential Math, MA-110 Intermediate Algebra, or MA-111 College Algebra	3
General Psychology – SS-100 General Psychology	3
Computers – CIS-100 Computer Applications	3
Student Success requirement – SS-102 Tech Connect	
Total Gen Ed:	9
Total Credit Hours:	44

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it

Currently, the program is not seeking overall program accreditation as we have not found an option for a certificate program.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Faculty qualifications will defer to NCK Tech's current policy. Credentials are the same as those who are employed for any position as a faculty member. The instructor will hold a degree one level higher than the program degree or be willing to obtain said degree within a prescribed time period. A minimum of two years' experience in the field or related field are required.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

As documented in the CA-1a form, NCK Tech will have equipment costs, tool costs, technology costs, and the cost of a full-time instructor. The College currently has open space including a dedicated classroom and open shop/lab space for the program. The largest expense will be for start-up equipment and tools. The College plans to use a combination of funding sources to procure these items including using the Carl Perkins grant, general funds will be set aside in the operational budget, and donations from Business and Industry. These donations include specialized tools, equipment (if supply chain issues allow), and component parts. The technology beginning expenses include an instructor laptop and service tools for manufacturer-specific equipment. Some specific tools and equipment may be able to be shared with other programs such as Agricultural Equipment Technology, Diesel Technology and Automotive Technology. Business and Industry will support the program by serving as advisory members, providing expertise, providing internship opportunities for students, and the potential hiring of students.

The program will be sustained using the same combination of funding sources as above. As the college and new faculty member begin to grow industry partnerships, support for the program from business and industry could include annual subscriptions to services tools, donated supplies and donated equipment.

Currently, we will just be utilizing the Carl Perkins Grant for AY 24 to help fund the initial start up of the program. If other grant opportunities arise, we will submit to help supplement the costs of the program.

Program Review and Assessment

- Describe the institution's program review cycle.

Faculty and administration regularly review the effectiveness of individual instructional programs. This review process may lead to recommendations for modifications of practice, changes in content and courses, and expansion of programs of instruction. The program review process assists the College in meeting its mission. Programs will be reviewed every three years based on the following subjects:

- *Enrollment/retention history
- *Graduation Rates
- *Third Party Credentials
- *Curriculum-Core Outcomes-Program Alignment-Program Outcomes
- *CIP Code review
- *Departmental Plan

The program Department Chair, the VP of Students and Instructional Services, and the Dean of Instruction meet to review the above data and documents and set goals for the next review cycle.

Powersports will follow the same process as outlined above for program review. The program will participate in program assessment on student learning outcomes at the end of each academic year.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(including a list of the business and industry members)
 - Curriculum Committee
 - Governing Board
(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

North Central Kansas Technical College Board of Trustees
REGULAR MEETING AGENDA
Dreiling Administrative Center – Hays, KS
Monday, October 17, 2022 @ 5:30 p.m.

The meal started at 5:30 p.m. The meeting started at 5:51 p.m.

Members in attendance were: Carolyn Finney, Bob Becker, Lance Smith, Justin Rexroat.
Those in attendance by Zoom: Don Miller, Chandra Feldman, Josiah Dermeyer, Samantha Miller and Sara Arnold.

Members not in attendance: Dale Montgomery, Glennys Doan.

Others in attendance: President Burks, VP Diana Baumann, VP Corey Isbell, Dean Tricia Cline, Student Experience Coordinator Hays campus Daniel Hill , VP of the Hays Student Senate - Serenity Brooks, Secretary of the Hays Student Senate - Morgan Dorvweiler and Lois Hanel, Board Clerk. Culinary Arts Instructor Wilma Powers and two Culinary Arts students Porter Stevens and Nate Roth were introduced. The meal was prepared by all Culinary Arts students.

President Carolyn Finney asked for a motion to approve the Consent Agenda. President Burks said 2.3.3 “Faculty Resignation” should say “Staff Resignation. Bob Becker made a motion to approve the Consent Agenda with this change. Lance Smith seconded. Motion carried.

This action approves the minutes from the September 19th Regular meeting; the minutes from the September 28th 7:30 a.m. Special meeting and the minutes from the September 28th 7:35 a.m. Special meeting. Also approved with this motion was the resignation of the Administrative Assistant for the Hays campus and the Student Services Assistant on the Beloit campus (these two never started working) and the Staff resignation of the Director of Nursing for the Beloit campus. Student Senate Report by VP Serenity Brooks and Secretary Morgan Dorvweiler. The Student Senate will be decorating for Halloween. They will decorate the doors on their classrooms and the staff will judge the doors to determine a winner. Student Senate will have a week where they will dress differently each day. For the Frost Fest they plan to have a float. They will have a can food drive for NCKTC students. President Burks asked the Student Senate representatives to be sure to also work on improvement ideas for the school, and items we can change to improve our school. Lance Smith wants the Student Senate to share pictures of their Halloween doors and activities they have.

Enrollment Report-Dean Cline: At this time there are 115 students enrolled for next fall. She has 38 students admitted. Dean Cline spoke of the headcount reports that were submitted to the Kansas

Board of Regents. For the year 2022 NCKTC had 999 students, she checked and rechecked to try and find one more student. This is a 12.8% increase. We had an increase of 2.7% for full-time students. After add/drop week we have 419 program students. This is up 3 students from last year. High School students go into different areas when reporting. NCKC4 added programs this year. One specific program is welding at the Ellis High School. The high school count is 55 students between the two campuses. (17-Beloit & 38-Hays) Concurrent classes are when students get credit for taking class in high school and receive credit from NCKTC as well. The increase in concurrent classes is 27.55%, and credit hours increased 31.7%. In order for teachers to be eligible to teach concurrent classes they have to have a Master's Degree. This year we lost classes from Stockton and Victoria high schools because the new teachers don't have the required education to teach. President Finney asked; do we get program students once they graduate? Dean Cline said honestly, we don't get them. President Burks said Alley Cassity our Dual Enrollment Coordinator has helped with this process a lot. VP Isbell and President Burks are working with Hays High school to create technical courses. They have a new Administrator and he has dropped the ball. Hays High is working with us to expand training. Bob Becker asked if Hays High is making a place for us? They invited us to the meeting about their new building. We also talked about the existing building. Justin Rexroat asked why's it so important to know the numbers on the 20th day? Dean Cline stated this the day the Board of Regents wants used on their report. President Burks stated we submit count to the Board of Regents all year long for credit hour production, which is used instead of headcount.

OpportUNITY 2027-Expand Marketing Initiatives by Marketing Director Chandra Feldman.

a. Goal 2.a-Expand Marketing Initiatives Dean Cline handed out a binder showing some of the branding we are using at this time. Marketing Director Feldman said are working to get our Branding out and on everything that deals with the school. We are now using Snap Chat and Tic Tock for our out sourcing. All employees can access the branding information. But before they use the schools branding on anything, employees need to contact Marketing Director Feldman and complete a request form. We have flags for both downtown locations. Marketing Director Feldman has set specific dates for the flags to be flown. (Octoberfest, Founders Week, Midterms, Students Return in January, Health Fair, Graduation) She is open to other days if you have a request, contact her. We are advertising on coffee sleeves right now at the Kettle. She is working on advertising on popcorn bags in the Hays area and at Paisley's and possible at the NCKC4 schools. We have two different decals and hope to get them put up in downtown Hays. Everything takes time. She has the PHAC and Electrical videos done. She will continue to try different avenues of advertising. Carolyn Finney said different avenues are exciting. President Burks said he hired Marketing Director Chandra Feldman on December 9th of 2020. She has been working hard to get our name and branding out there correctly. Justin Rexroat asked, how do you grow through marketing? Marketing Director Feldman said it is by branding. Beloit is NCK Tech. Hays needs to utilize the branding more. Justin asked what areas do we cover? Marketing Director Feldman said 60 miles from each campus and SE Kansas for the Heavy Equipment Department. She said Branding and Marketing are different. NCKTC will be working on naming the Mascot.

b. Goal 3.c-Increasing Credit Hour Production by Dean Tricia Cline. FY22 the Credit Hour increased 3.3%. This number comes from concurrent and online enrollment. We need to stay focused on increasing the overall enrollment. Ways we can do this are to stay at the forefront of technical college enrollment. Focusing on future courses and/or programs such as the two NCK Tech will be perusing, Powersports Technology and Respiratory Therapy. If we can capitalize on the shorterterm courses and training we will be able to help individuals with employment opportunities in a shorter amount of time. We will continue to increase concurrent and high school program

enrollment. Dean Cline will be working on solutions for capacity issues so programs could expand. Lance Smith said one particular area he sees we should train students in would be Maintenance Engineering (he's not sure that would need to be the title). There are a lot of people in industry that have been doing Maintenance jobs for 30+ years and will be retiring in the next few years. It would be good to teach them Electrical, PHAC all areas of maintenance as short-term programs. This would be a great opportunity. Industry may want to sponsor an employee and grow with learning. Carolyn Finney asked, how do we convenience students to do this kind of work? Justin Rexroat said if the students receive positive feedback from their parents, they will come to school here. Carolyn Finney asked how do we get our name out there? Recruiting and marketing!

Administrative Report by President Burks Scholarship receptions were held on September 28th on the Hays campus and on October 5th on the Beloit campus. This event is good for both the students and the donors. The donors get to meet the person the scholarship went to. Director of Advancement, Mendi Anschutz has purchased a new software program, Blackbaud, to track alumni and donations. The company will download the previous information about our alumni for her. Director Anschutz will be able to complete quite a few tasks with this program. It is considered the best of the best for tracking alumni and donors. Oktoberfest went over very well. We have found that they value NCKTC. President Burks gave an opening speech. Two students received scholarships. President Burks found out the 1.8M grant doesn't have to be matched until June 2024. This will allow us more time to raise our share. The state will not give us any of the grant money until our match is in the bank. We have until June 2026 to spend the funds. A committee is reviewing ERP (Enterprise Resource Program) and SIS (Student Information System) software system. They have had a demo from Jenzabar. The next two systems they will have demonstrated are Ellucian and Anthology. Ellucian is a program we used before. We want to find a program that will allow us to utilize only one program. Once we decide what one we want to use, we will have to find a way to afford this new program.

Beloit Operations Report by President Burks. The fence rails have been removed and the maintenance crew will be working on removing the limestone posts. We want to come up with an idea of making our campus entrance look more modern. The maintenance crew has been replacing the rest of the HVAC units. As winter gets closer they are discussing snow removal.

Instructional Services by Vice President of Instruction & Student Services

Corey Isbell VP Isbell met with Midwest Contractors, they specialize in utility construction. They have tons of turnover. They are wanting to have NCKTC train their workers in several short-term programs. This would blend Telecommunications, Heavy Equipment and OSHA requirements etc. They have sent a long list of things they want taught. We will need to review these requests and shorten the list. Russell high

school is interested in implementing a CNA class offering at their high school along with Welding and possibly some other programs. We are hoping to start a CNA class this spring. VP Isbell spoke at the Communication Coalition of Kansas Conference in Manhattan. They had a large crowd and most of those in attendance were CEO's from Telecommunication companies. The CEO's were very interest in our program. VP Isbell is positive we will outgrow our Telecommunication classroom space in Victoria. Little River has called and wants to send students to NCKTC. He also found there is a huge need for Respiratory Therapy in both Beloit and Hays. This program would be highly regulated. We are looking at making it an Associate Degree program.

Student Success by Vice President of Instruction & Student Services Corey Isbell Career fairs will be held on October 18th at the Hays campus and on October 26th on the Beloit campus. We have nearly 50 businesses attending at each location. Dean Owen and her group are working with students to prepare them for this day. They have a couple of workshops for Elevator Pitches and resume reviews. The Student Success department has been busy scheduling tutoring sessions. They have also been working with students on making good decisions about their education. This has been a collaborative effort between the Student Success team, advisors and faculty.

Student Experience by Vice President of Instruction & Student Services Corey Isbell Robert Chitty stepped into the coaching role for Shooting Sports. We competed at the FHSU fall shoot in the trap shooting and had a student place in the top 25. We did not compete in the skeet shooting since this isn't something we practice at our range. They are selling raffle tickets for 3 guns to raise funds for their activities. The team will also be competing in the USA Clays fall session. This allows the team to compete in virtual shoots and log their scores online. We would like to host a shooting event next year. The tours for both campuses have increased. We have 80 students attending the Hays Jr/Sr Days and 100 for the Beloit campus. Sunday brunch will be held on the second Sunday each month. We served over 130 people on October 9th. The Daily Call will be doing an article about our food service department. It will highlight the changes and discuss catering options for the community.

Finance by Vice President of Finance and Hays Operations Diana Baumann VP Baumann is still looking for an Administrative Assistant for the Hays campus. She would like to hire someone with a background in accounting. The Auditors are swamped and are needing more time to finish up our audit. She will be reporting their findings at the November Board of Trustees meeting. PV Baumann will be working the next couple of weeks with her team to streamline the accounting process. Once she has the accounting side streamlined she will be working with the programs and Dean Brown to standardize their invoicing. Student collections went smoother this year. She was able to help everyone after the first online people were dropped. She appreciated everyone's efforts.

Hays Operations by Vice President of Finance and Hays Operations Diana Baumann President Burks, VP Isbell and VP Baumann met with the architect on October 6th to discuss the need for a drawing and the budget, the needs, the wants and the necessities for the building expansion on the Hays campus. Oktoberfest went well. The Culinary department sold out of soup and cookies and sold almost 1,000 bierocks. Business Management, Business Technology and Culinary Arts students worked well together and have ideas for improvements for next year. The Hays house project is coming right along. The students are putting the shingles on. Kansas Highway Patrol was on campus October 12th & 13th. They held their executive board meeting and then had meetings with 30 troopers on campus and more on Zoom. Interesting fact, both the Kansas Highway Patrol and Kansas Technical Colleges utilize the same lobbyists.

Financial Report by Vice President of Finance and Hays Operations Diana Baumann

- a. General Fund- VP Baumann reviewed the income and expenditures for the month of September. The General Fund came in \$88,593.16 under budget.
 - b. Enterprise Fund-Income and Expenses- VP Baumann reviewed the income and expenses for the month of September. The Enterprise Fund came in \$129,879.46 under budget.
 - c. Payment of goods and services for August 2022- VP Baumann reviewed the payment of goods and services for September. They were \$2,060,550.79. The month of September 2022 came in \$218,472.62 under budget.
- Carolyn Finney asked for a motion to accept the Financial Report as presented. Don Miller made a

motion to accept the Financial Report and Bob Becker seconded the motion. Motion passed.

Purchasing Procedures by Vice President of Finance and Hays Operations Diana Baumann VP Baumann presented the Staff Handbook changes. They are from Section IV: Fiscal Management. She requested changes for several areas. (4:3 Purchasing, 4:4 Requisitions, 4:5 Purchase Orders, 4:6 Purchasing Guidelines, 4:7 Bid Requirements, 4:8 Definitions, 4:9 Payment Procedures (this was a renumber only), 4:10 Emergency Authority, 4:11 Shop Funds) These changes will cover the Procurement process. Carolyn Finney asked for a motion to approve these changes in the Staff Handbook. Lance Smith moved to accept these changes and Justin Rexroat seconded the motion. Motion passed.

Powersports Technology 2023-24 Academic Year – New Program by Vice President Corey Isbell VP

Isbell requested the approval of a one-year certification program in Powersports Technology to launch August 2023. He has had several phone calls about a program in this area. NCKTC would be able to incorporate this program in our CDL building on the Beloit campus. We have the availability of an office and a classroom in that building. Lance Smith asked if we have any enrollment numbers yet? VP Isbell said the numbers should be good. We are hoping to apply for Perkins money to fund this program. We are 8-12 months out right now. Carolyn Finney asked if someone will have to have specialty training to teach this class. VP Isbell said if the person hired could be diverse it will make this a more competitive class. Basically, he needs someone who is a jack of all trades. Carolyn Finney asked for a motion to add Powersports Technology as a new program for the 2023-24 school year. Lance Smith made a motion to accept starting a new Powersports Technology program and Bob Becker seconded the motion. Motion passed.

Executive Session

President Burks asked for a 30-minute Executive Session. Starting at 7:43 p.m. This meeting included President Burks and the Board of Trustee members. Corey Isbell and Diana Baumann could leave for the evening if they wanted. At 8:13 p.m. the executive session ended.

Carolyn Finney asked for a motion to adjourn. Don Miller made a motion to adjourn. Bob Becker seconded the motion. Motion passed.
Meeting adjourned at 8:15 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

Academic Affairs

Meeting Agenda

11/4/2022

Present: Robert McCreight, Brian Dechant, Judy Heidrick, Mitch Eck, Sara Arnold, Alyssa Deneke, Matt Friess, Jennifer Brown

1. Review the charge of the committee for new members

The committee charge was reviewed for new members of the committee. Veteran members shared their experiences and how they view the committee as functioning. Jennifer noted the committee should meet more frequently than it has in the past year and encouraged the committee to develop a regular meeting rotation.

2. Select a committee chair

Robert volunteered to take on the role of committee chair. There was some discussion about creating a process to have the chair position be a rotation.

3. Review Powersports for program approval

Discussion ensued on the addition of adding Powersports as a program.

Jennifer explained the change requests and the new program, Powersports Technology. The program will be offered on the Beloit campus as a Certificate B for a total of 44 hours including the 9 hours of required Gen Ed courses.

Brian questioned the need for the program and possible demand in our region. He reviewed job openings for Powersports Techs. Jennifer explained the program has support from regional business and industry. Brian also asked about start-up costs to support the program. Jennifer noted the program will use a combination of Perkins grant funds, general funds, and business and industry support to start the program. Brian also had researched some other Powersports programs in other states and mentioned those programs featured manufacturer support such as Polaris. This would be something to pursue once the program was started.

Mitch questioned program crossover with some Ag Tech courses. Currently, Ag Tech also offers a small gas engines course. Jennifer shared there may be some opportunities to collaborate.

Robert explained some funding processes including Perkins grant options to help support a new program. This was especially helpful to some of the new members on the committee.

Brian moved and Judy seconded to approve the addition of Powersports as a program and to move forward with the next step of submitting the program to KBOR. The motion passed.

4. Other

Robert ended the meeting with a discussion for new members about being an advocate for the academic rigor and change process. He shared this committee provides an opportunity for members to raise tough questions.

Meeting adjourned. Robert will work with the committee to develop a regular meeting rotation.

Powersports Technology inaugural meeting

Meeting Date: 10/14/22

Attendees: Craig Ellenz, Kevin Bainter, Arlen Mickelsen, Terry Scott, Corey Isbell

Review of college mission, vision, and values

Mission: North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision: North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Values: Achieving excellence with integrity through Dedication, Innovation, Collaboration, Communication.

New business

Powersports Technology program addition update:

Local demand for the program was discussed. Arlen explained that his business is backed up by 190 units and help is needed. Craig agreed and stated that the number of ATV's and UTV's in circulation is at an all time high and the number of techs to work on them was not. All agreed that the demand for this type of technician is a need for not only the local area, but for the state of Kansas.

The curriculum for the program was covered. Arlen emphasized that electronics troubleshooting is extremely important. He stated that the new CanAm Maverick's have 27 onboard computers and that the first thing a tech does when they take it out of the box is plug it in to a laptop. Kevin also encouraged an emphasis on electronics in the field. Arlen then encouraged the college to seek Can Am and other specific certifications as they will make the students more valuable when seeking jobs.

The facility and equipment for the program was evaluated. The facility has adequate space. All attending businesses pledged to help with equipment and tools if necessary. Supply chain issues was mentioned as a possible hindrance to this.

Corey provided an update on the program addition and that the program would be submitted to the state by Nov. 16th and if all goes well, the program would be set for a Fall 2023 launch.



3160 US 24 Hwy
Beloit, KS 67420
Ph: (785) 738 5744
Fax: (785) 738 2648

1104 E. 8th Street
Ellsworth, KS 67439
Ph: (785) 472 4400
Fax: (785) 472 4433

300 W. 48th Street
Hays, KS 67601
Ph: (785) 625 2219
Fax: (785) 625 4312

October 18, 2022

Dear NCK Tech,

As your local John Deere dealer, we are writing this letter in support of a Powersports/Small Engine course at the NCK Tech College. We are seeing a rise in the purchase of utility vehicles in our area, many for farm and recreation, along with government and commercial businesses.

There has also been an increase in market presence for lawn mowers, generators, transfer pumps, chainsaws, and other handheld equipment. We anticipate a much higher demand for battery products with the electrification of equipment on the horizon and would anticipate the program's expansion to include this new technology.

Here are some of the ways we would be able to support the program:

- Discounted JD Service ADVISOR™ (tech manuals for all John Deere Equipment)
- Possibility of donated Equipment (post supply chain constraints)
- Access to special tools we have in our dealership
- Possibility of internship for qualified individuals
- Possibility of scholarship for qualified individuals
- Expert Advice(We have on staff a full-time technician in this field)

We look forward to the opportunity to support this high-potential program.

Respectfully,

Craig Ellenz
Beloit Location Manager/Owner

BOS Motorsports

1210 E. 43rd St. Hays, KS 67601

785-628-2525

www.bosmotorsports.com

October 18, 2022

Hello! We understand NCK Technical College is considering a Powersports technical program. We, at BOS Motorsports in Hays, believe that would be a beneficial program for this area, as those courses are few and far between. Our business provides machines, parts and service for farmers, ranchers and the oil industry across the Midwest. Many of our customers utilize our products and service as a lifeline to their operations. The need for qualified service technicians is great in this area. Currently, a certified technician must come from one of only a few institutions across the nation. Of those, most do not offer for a Polaris certification.

We appreciate your time and consideration for a Powersports technical program. We are glad to offer any additional information and answer any questions that may arise regarding this matter. Please feel free to contact us at the number listed above.

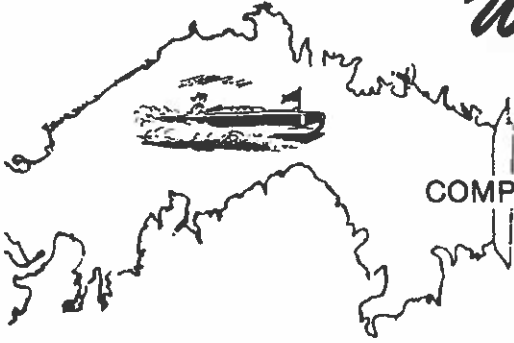
Sincerely,

Kevin and Stephanie Bainter
Owners
BOS Motorsports

Waconda Boats & Motors LLC

408 N. Center
Glen Elder, Kansas 67446
(785) 545-3545

COMPLETE MARINE SALES and SERVICE



Mr. Isbell and NCK Staff,

I am excited to learn that the North Central Kansas Technical College is looking to add programs to the college to bring more students and to provide more opportunities. As a local business that has a shop where we work on boat motors, we do not see many applicants with engine repair knowledge on things other than cars and tractors.

Being able to have an opportunity to provide our knowledge to a new program along with projects for the students is really exciting. We are looking forward to new opportunities to partner with NCK Technical College Beloit.

Owner, Terry Scott and staff members are willing to support the college wherever needed. May this be a board, helping teach in a classroom, or having students come to our business for hands on learning. Waconda Boats is also hopeful for the opportunity to support students via internships and possible job placement.

Thank you,
Jessica Scott

Waconda Boats
408 N Center St.
Glen Elder, KS 67446

(785) 545-3545
Wacondaboats.com



1135 E. Third Street, Superior, NE 68978

[TF] 800-333-5151 [P] 402.879.4785 [F] 402.879.4787

October 21, 2022

Dear NCK Technical College,

As a power equipment dealer for over 35 years serving Kansas and Nebraska, we write this letter to officially show our support for a powersports program at NCK Technical College.

An increasing number of farms, ranches, state park services, construction outfits, hunting excursions, and more are utilizing these off-road vehicles. The demand and evolution of this industry is ever expanding. What started as a primitive machine has advanced to fully automatic units with power steering, fuel injection, electronic meters, even some with automotive-style cabs including heating and air conditioning.

The huge demand for powersports equipment comes with an equally large demand for technicians to maintain and repair these units. In our current climate, the work seems to be outnumbering the amount of people capable of doing it. The number of jobs available in the field is on the rise, and the potential salary for a technician can range from \$40,000 to \$100,000 per year. Offering a powersports program at NCK Tech provides another avenue for students to become educated in a field vital to the Midwest, which we fully support.

In addition to this formal letter, we would like to offer our dealership as a resource to help the powersports program hit the ground running and succeed by offering equipment and component parts to be serviced and diagnosed. We would request assistance from our manufacturers to supply your program diagnostic equipment, computer programs, special tools, etc. Furthermore, we would continue to support an internship program through our dealership as Dylan White, a recent graduate from NCK, just finished his internship here at Superior Outdoor Power in July of 2022 and is now employed full time with us as a service technician on ATVs, UTVs, and other power equipment. Dylan received all of his on-the-job training from another NCK tech graduate; both gentlemen are doing very well here.

Sincerely,

Arlen Mickelsen
Owner / Operator



KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: North Central Kansas Technical College

Proposed Program: Powersports Technology

<u>IMPLEMENTATION COSTS</u>					
Part I. Anticipated Enrollment			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			10	0	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#1	\$	\$41,745		Gen Funds
Part-time/Adjunct	#	\$	\$		
			Amount	Funding Source	
B. Equipment required for program			\$20,000	Gen. Fund/Perkins/Donations	
C. Tools and/or supplies required for the program			\$10,000	Gen. Fund/Donations	
D. Instructional Supplies and Materials			\$5,000	Gen. Funds	
E. Facility requirements, including facility modifications and/or classroom renovations			\$0.00	Gen. Funds	
F. Technology and/or Software			\$4,000	Gen. Funds/Donations	
G. Other <i>(Please identify; add lines as required)</i>					
Total for Implementation Year			\$39,000		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>					
Part I. Program Enrollment			Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?					
			Full-Time	Part-Time	
A. Headcount:			14	0	
Part II. Ongoing Program Costs			First Two Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#1	\$43,245	\$		Gen Funds
Part-time	#	\$	\$		
			Amount	Funding Source	
B. Equipment required for program			\$10,000	Gen. Fund/Perkins/Donations	
C. Tools and/or supplies required for the program			\$20,000	Gen. Fund/Donations	
D. Instructional Supplies and Materials			\$5,000	Gen. Funds	
E. Facility requirements, including facility modifications and/or classroom renovations			\$0.00	Gen. Funds	
F. Technology and/or Software			\$0.00	Gen. Funds/Donations	
G. Other <i>(Please identify; add lines as required)</i>					
Total for Program Sustainability			\$35,000		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Please indicate any additional support and/or funding for the proposed program:

The program will be supported by general funds and support from the Carl Perkins grant for AY24.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as "Technical Program" in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as "Technical Program" in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

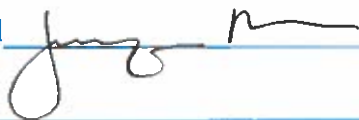
Name of Institution	North Central Kansas Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Dr. Corey Isbell, VP of Students and Instruction cisbell@ncktc.edu 785-738-9055
Name, title, phone, and email of the Perkins Coordinator	Jennifer Brown, Dean of Instruction jbrown@ncktc.edu 785-738-9085
Program Name	Powersports Technology
Program CIP Code	47.0606
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate B – 44 credit hours
Number of concentrators for the educational level	This is a new program. NCK Tech will focus on 10 concentrators for the start.
Does the program meet program alignment?	Not applicable
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	The needs assessment documents the need for employees to support the agricultural industry within the Hays region. Page 10 notes nineteen secondary schools in the region have a Power, Structural and Technical systems pathway which would feed into this program. Page 12 also support the demand for employees within the agricultural industry. Post-secondary students within the region continue to be successful in meeting the Perkins Core Indicators.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Perkins funds will be used to develop the program. Perkins funds may be used for equipment, faculty professional development, and support for special populations.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Signature of College Official



Date

11/15/2022

Signature of KBOR Official

Date

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Kansas Promise eligibility.

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	North Central Kansas Technical College
Name, title, and email of person responsible for Academic program	Dr. Corey Isbell, VP of Students and Instruction cisbell@ncktc.edu
Name, title, and email of Financial Aid contact	Leah Bergmann, Director of Financial Aid lbergmann@ncktc.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

Information Technology and Security				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

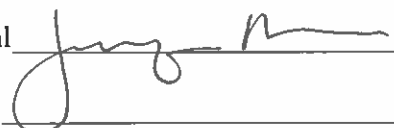
Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

College Designated Field of Study:				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
47.0606	Powersports Technology	High Demand	Certificate B	8/1/2023

****If any programs are claiming "critical need" status, please provide supporting documentation:**

Signature of College Official  Date 11/15/2022

Signature of KBOR Official _____ Date _____

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA
matt@kscolleges.org